



Historic England

Grants for Programmes of Major Works Round 2: 2021/22

Guidance for Applicants

Before completing an application form
please read these guidance notes in full

Summary

This guide will help you through the process of applying for a Programmes of Major Works Grant from Historic England.

Please also see:

- Grants for Programmes of Major Works Grant Application Form Round 2: 2021/22

This funding is part of the [Heritage Stimulus Fund](#) which forms part of the Culture Recovery Fund. We will continue to review our processes to enable us to provide support where it is needed. We reserve the right to make any changes needed to the guidance and programme. We will communicate any changes as quickly as possible via this [web page](#).

Other Resources: historicengland.org.uk

historicengland.org.uk/coronavirus/funding/recovery

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Introduction

This scheme is part of the [Culture Recovery Fund](#), the Government's support package to protect the country's cultural, arts and heritage organisations. Historic England is offering grant funding as part of the [Heritage Stimulus Fund](#), capital funding which forms part of the support package.

This funding scheme – Programmes of Major Works – is expected to make available grants of between £1 million and £7 million (including irrecoverable VAT) towards programmes of capital repair projects at nationally important heritage properties that are managed primarily as visitor attractions. These grants will help stimulate the economy by upgrading important heritage tourist attractions, boosting the visitor economy and revitalising decaying historic buildings. Projects under this scheme will also help to protect jobs in the heritage construction sector and underpin specialist heritage professionals and craftspeople.

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Who can apply?

Applications must be for capital works grant funding of a minimum of £1 million for either:

Stream 1

A single organisation to fund a programme of projects to their national portfolio of heritage properties managed primarily as visitor attractions that are:

- publicly accessible for 28 days or more per year;

and where:

- the eligible costs for each individual capital repair project exceeds £30,000, including any irrecoverable VAT;
- funding contracts will be between Historic England and that one organisation; or

Stream 2

A representative body with delegated authority to make an application on behalf of multiple nationally spread organisations/ individuals with legal responsibility for the repair of heritage attractions that are:

- Grade I or II*, including parks and gardens registered at Grade I or II* or are Scheduled Monuments on the [National Heritage List for England](#);
- publicly accessible for 28 days or more per year;

and where:

- the eligible capital repair works exceed £250,000, including irrecoverable VAT, with no more than one project per site;
- funding contracts will be between Historic England and the organisations/individuals with legal responsibility for the repair of the individual sites; or

Stream 3

A delivery partner with a strong track record to distribute a programme of heritage repair grants to a nationally spread group of organisations or individuals with legal responsibility for the repair of heritage attractions that are:

- Grade I or II*, including parks and gardens registered at Grade I or II* or are Scheduled Monuments on the [National Heritage List for England](#);
- publicly accessible for 28 days or more per year;
- and where funding contracts will be between Historic England and the delivery partner. The delivery partner shall then enter into separate funding contracts with each organisation or individual who has been awarded funding.

For all streams

All applicants must demonstrate a strong track record of delivering high-value building conservation projects effectively and to an exceptionally high standard, either directly, as a representative body or as a grant distributor. The programme of projects must comprise capital repair projects, or discrete phases of capital repair projects, that can be substantially delivered by 31 March 2022. Applicants will be expected to demonstrate that they can complete at least 80% of the project by value by 31 March 2022 and can fully complete the project by 30 June 2022.

All applicants must have relevant in-house or contracted specialist heritage expertise available to manage and report on the works. We will only give a grant if the work is specified and managed by a competent professional with relevant specialist conservation knowledge, ability and experience.

Unless specifically discussed and agreed with Historic England, the lead professional adviser should either be an architect, a chartered building surveyor or a chartered architectural technologist, who has conservation accreditation from a recognised body. Please see [our website](#) for the most up-to-date information. Successful applicants will also be required to employ an independent Chartered Quantity Surveyor to produce the End of Project report on the works.

Applicants will be expected to have sought partnership funding where it is available, and any grant funding will be limited to a maximum of 80% of the total cost of eligible works. While other grant sources can contribute towards the eligible costs, no element of work can be double-funded.

All applicants will be required to observe and comply with the Public Procurement Regulations to the extent necessary in relation to the award of any contract which is being grant aided. Applicants will be required to demonstrate that adequate and proper competitive tendering for the grant-aided works, appropriate to the nature and size of the project, has been carried out. By exception and subject to a demonstrably justifiable reason being provided, successful applicants may, where appropriate, and with Historic England's agreement, be able to adopt an alternative procurement process, subject to a detailed value for money report being provided by an independent chartered quantity surveyor.

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Eligible costs

Any proposals should be compliant with [Historic England published technical guidance](#).

We can fund:

- Capital repair projects or discrete phases of capital repair projects which have not yet started and which would not otherwise go ahead owing to uncertainty over available funding. Projects must be substantially completed by 31 March 2022.
- Related professional fees, including any fees incurred to enable a rapid start on-site, provided those fees were incurred after 1 April 2021 and are directly related to the eligible works, and the cost of an independent chartered quantity surveyor to produce the end of project report. Any fees incurred prior to a grant being awarded are undertaken at the risk of the applicant.
- Backfill for specialist in-house staff managing and undertaking a project, but only where these staff are essential for the delivery of this capital works project and there has been a demonstrable increase in cost over normal operations.
- Works insurance.
- Irrecoverable VAT: Some businesses and other bodies can recover VAT. Grant is only paid towards the VAT you are unable to recover. If you are subsequently able to recover the VAT towards which grant has been paid, you will be required to repay the relevant amount of grant. VAT might be payable at a lower rate in certain circumstances or may even be zero-rated. There are also schemes such as the [Listed Places of Worship Scheme](#); through which grant may be claimed towards VAT. If such a scheme applies to your project, we expect you to use it.
- Administration costs (for Stream 3 recipients only).

Eligible repair costs include, but are not limited to:

- Roofs: repairing roof structures, features, coverings and reinstating roofs where this is essential to protect historic fabric and/or where there is a structural need.

- Leadwork: renewing or repairing roof leadwork, redesign of substrate. Where there is a history of lead theft, installation of security systems as part of a repair project or replacement of roof covering with suitable alternative material that will not adversely impact on the character or significance of the building.
- Permanent access to carry out future maintenance: installing hatches, handrails or cables, fixed ladders or crawl-boards to improve access for maintenance and inspection.
- Disposal of rainwater: wide-ranging repair or replacement of rainwater disposal systems, both above and below ground (including archaeological supervision costs), overflows and weirs to rainwater disposal systems, increasing numbers or sizes of gutters or outlets to improve a building's longer-term sustainability and resilience to the effects of climate change.
- Walls: necessary repairs to external walls including work to their structure, surfaces, decorative elements on the wall surface and wall coverings, renders and plasters or claddings, including replacement stone.
- Windows, including shutters, historic window glass and protective glazing, and doors: repairing or replacing windows and doors on a like-for-like basis, including their frames, glazing, ironmongery and other fittings, repairing stained and painted glass windows and historically important plain glass.
- External features: necessary repair or replacement of existing external features such as urns, statues, balconies, canopies, bargeboards, shutters, clock faces, flagpoles, weather vanes and sundials, park and garden structures especially non-beneficial structures, including water features and bridges, where these contribute to the significance of the site.
- Internal structures, features and fixtures: repairs to floors, ceilings, walls and partitions, doors, floorboards, wall panelling and plain or decorative plaster work, wall paintings and historic wallpaper, as long as these form part of the significance of the site. The repair or conservation of fixtures can be considered provided they are fixed or integrated with the building structure (rather than an easily removed piece of furniture for example) and form part of the significance of the site. Examples include architectural sculpture and monuments. The fixture should be in urgent need of conservation.
- Lightning protection where an appropriate risk assessment has been carried out.

- Damp: works to deal with moisture problems if the source of the problems has been correctly identified and the problem will be resolved by the proposed works, measures to manage rising or penetrating damp, if this is directly damaging the fabric or contents of a historic building.
- Lock gates and machinery that are an integral part of the significance of a site.
- Upgrade to building services identified as urgently needed to be carried out (within 1 to 2 years) in a recent report by a suitably qualified professional. Prioritised works might include renewal of dangerous or defective wiring, where there is risk of fire damage, the installation of appropriate fire detection systems and passive measures such as the compartmentalisation of roof spaces.
- Other similar conservation work agreed in advance with Historic England, including repair or alteration work to facilitate improved visitor access.
- Temporary protection: applicants must plan for appropriate weather protection given the need for the work to be substantially completed by 31 March 2022, and all the works completed by 30 June 2022. A temporary roof with associated encapsulation to provide effective weather protection and to significantly mitigate against the risk of disruption from adverse weather will be considered eligible where appropriate. When specifying the use of lime mortars, applicants should anticipate the worst-case scenario and require appropriate measures to accommodate cold weather working and/or curing. Scaffolding should be well sheeted to protect from wind and rain and ideally should cover wall heads. Allowance should also be made to heat the scaffold if the temperatures are forecast to drop below 5°C.
- Renewal of services linked to a commitment to working towards net zero carbon emissions.
- Provisional items and/or provisional quantities for additional works associated with identifiable risks relating to specific areas of the proposed work.

Ineligible costs include, but are not limited to:

- Works that directly conflict with [Historic England published technical guidance](#).
- Expenditure that could not be capitalised on an applicant's balance sheet under normal accounting rules.

- Works that do not form an individual capital repair project, or a discrete phase of a capital repair project.
- Works that have started before a grant offer is made.
- Works that will not be completed within the scheme's required time scales.
- Exhibition or display infrastructure.
- Loose furniture and equipment.
- Insulation.
- Foul and sewage related above and below ground drainage works.
- Any work resulting from an event which would normally be insurable.
- Maintenance and minor repairs.
- General running costs or overheads such as, but not limited to, additional administrative staffing and insurance.
- Demolition or removal of any part or element of a building, monument, park or garden and the removal of complete structures, including trees.
- Any work not based on an adequate understanding of the site.
- Works that do not have the necessary consents in place or in process at the time of application.
- Works to sites that do not typically (for example, pre-March 2020) allow at least 28 days public access.
- Any costs supported through the Culture Recovery Fund for Heritage, the Coronavirus Business Interruption Loan Scheme, or Coronavirus Job Retention Scheme.
- Works that have already been grant-aided by Historic England or another third-party source.
- General contingencies.

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Assessment criteria

Applications will be assessed against several criteria or weighting factors relating to:

Priority weighting factors

- The deliverability of the works within the timescale available.
- Relative urgency – the urgency of the work in the context of the perceived risk if no action is taken.
- Regional spread – helping to achieve a geographic spread of projects in line with the Government’s levelling up agenda.
- The economic challenges facing the local area (for example, those ranking highly with regards to [English Indices of Deprivation](#)), or where heritage assets are a key part of the local cultural fabric.

Additional weighting

- Sector capacity building – projects are encouraged that offer skills development and training opportunities in order to increase capacity and resilience in the sector.
- Visitor numbers – projects at sites demonstrating historically (pre-March 2020) high visitor numbers.
- Economic use – projects bringing vacant buildings or parts of buildings back into economic use.
- Impact of Covid-19 on the site and its operation.
- Applicants making a commitment to safeguarding jobs.
- Applicants making a commitment to bringing unused floor space back into use.
- Applicants making a commitment to increasing public participation in their heritage attraction.
- Applicants making a commitment to increasing audience, workforce and organisational governance diversity.

- Applicants making a commitment to working towards net zero carbon emissions.
- Applicants making a commitment to increased educational outreach.

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Conditions

Any funding offered must be spent by 31 March 2022, and the works being grant-aided must be completed in full by 30 June 2022.

If funding is offered, you will receive a formal offer letter and schedule of conditions. These will set out the purpose and amount of the funding, the period to which the funding relates, the arrangements for monitoring and review, and the standard conditions that apply to all funding under this scheme. The funding may also be subject to special conditions, which will be detailed in the offer letter. A draft contract is available on request. All successful applicants will be asked to publicise the decision in an appropriate manner.

Standard conditions include (but are not limited to) the following:

- All relevant consents and permissions must already have been granted, or be in process, and must be in place before the work begins.
- The funding is not to be used for any party political activity.
- Historic England must be acknowledged in any publicity about the work.
- Funding not used for the approved purpose/s is recoverable.
- Monthly reports detailing progress against the delivery programme and spend profile must be submitted. Regular meetings will be required to discuss progress.
- An end of project report must be prepared by an independent chartered quantity surveyor and submitted 30 days after the completion of the project, or final project within a wider programme.
- Commitment to adhere to the [Code of Conduct for Recipients of Government Grants](#).
- Commitment to adhere to [legislation relating to State Aid](#).

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Monitoring and evaluation

A lead point of contact within Historic England will be identified for each grant awarded. That individual will be responsible for monitoring the progress of the grant-aided project or programme of projects on behalf of Historic England based upon monthly monitoring reports based on a pre-agreed timetable. The monthly monitoring report will include a breakdown of the anticipated final project costs submitted by the successful applicant.

These reports will be based on an agreed work programme and spend profile which successful applicants are required to provide if a grant is awarded. An end of project report by an independent chartered quantity surveyor will be required 30 days after completion of the project, or the final project in a wider programme. We may also ask to see financial records and supporting documentation for the project or programme of projects to justify any claim for grant.

Funded organisations will be expected to assist Historic England in measuring the impact of the grant aid by providing information reasonably requested for this purpose. Any contractors paid for with grant funds may also be asked to co-operate with our external evaluators by providing financial and other information – including any relevant raw data – to them on the understanding of complete protection of their private data.

Funded organisations will also be required to ensure data can flow to relevant parties such as DCMS and any external evaluators.

Payment will be made by BACS directly to a nominated bank account. All funding payable will be subject to the receipt of a properly completed claim form including statements of income and expenditure for the agreed project or programme of projects, and a monitoring report.

Funding will be paid in two instalments: up to 80% of the grant after the grant contract has been signed and where a satisfactory spend profile and delivery programme has been submitted. The balance will be paid at an agreed milestone in early 2022. We will normally require funded organisations to hold grant funds in a restricted account as a condition of the grant agreement. Monthly monitoring reporting will be required after the initial payment through to the completion of the works.

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Payments

If the actual cost of work exceeds the estimated eligible costs, we are unlikely to be able to increase your grant. Once the project or programme of projects has been completed and the end of project report(s) submitted, we will assess actual expenditure and compliance with scheme requirements, and any overpayment will be recovered.

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Data protection

We will always store your personal details securely. We collect data that you provide to us and only ever collect the information we need in order to carry out our statutory purposes and that helps us to deliver and improve our services. We will only share personal data when we are required to by law or with carefully selected partners who work for us. If you would like to know more or understand your data protection rights, please look at our privacy policy: historicengland.org.uk/terms/privacy-cookies.

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Access to information

Historic England is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a general right of access to information it holds or is responsible for. Historic England may provide the information you have supplied in response to a request made under this legislation, subject to any exemptions that apply. Historic England will consult with external parties as necessary prior to releasing information.

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Submission of applications

This is a competitive application process. Applications will be made via completion of an application pack available [here](#).

Applicants are asked to complete the [Individual Project Application Form](#) for each individual project and submit these as attachments during the application process, alongside an overall [Programme Application Form](#).

Applications for Stream 1 and Stream 2 should be submitted no later than **midnight on 22 July**. Applications for Stream 3 should be submitted no later than **midnight on 5 August**.

Grant offer documents will be sent to successful applicants by the middle of September 2021.

Applications should be submitted electronically in Word format to: CRF.MajorWorks@historicengland.org.uk

If you have any questions regarding your application or the overall programme, please contact: CRF.MajorWorks@historicengland.org.uk



Historic England

We are the public body that helps people care for, enjoy and celebrate England's spectacular historic environment.

Please contact CRF.MajorWorks@historicengland.org.uk with any questions about this document.

[HistoricEngland.org.uk](https://www.historicengland.org.uk)

If you would like this document in a different format, please contact our customer services department on:

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